



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **970908-01**

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Office of State Administrative Hearings	Application Number	97-0071
Application Number	005	235 Peachtree St., N.E., Ste. 700 Atlanta, Georgia 30303	Date Received	SEP 8 1997
			Date Completed	11/17/97
2. Person to Contact		Working Title	Telephone Number	
Mark A. Dickerson		Chief State Admn. Law Judge	(404) 656-3508	
3. Action Requested				
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)		
Earliest	Latest	Organization, Functions, Policies and Procedures		
4/1/95	To Date			
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?		
<p>The Office of State Administrative Hearings (OSAH) is responsible for conducting administrative hearings on matters referred to OSAH for hearing by more than twenty other State agencies.</p>				
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.		
Documents relating to:		the organization, functions, policies and procedures of OSAH.		
Included are:		organizational charts and memos describing OSAH's organization, reports and studies of OSAH's caseload, OSAH's rules and internal policies, and similar documents.		
File is arranged:		alphabetically by subject matter.		
8. Monthly Reference Rate		How often are records referred to which are:		
One to six months old <u>5</u>		; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ;		
twenty-five months and older <u>1</u> ?				
9. Annual Rate of Accumulation of Records				
Letter-size drawers _____		; Legal-size drawers _____ ; Shelves <u>3</u> ; Other (specify) _____		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy. *
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Occasionally referenced for historical data and information.

12. Approved Disposition Instructions


This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 10 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

*OSAH's rules are published on a current basis by the Secretary of State in the Rules and Regulations of the State of Georgia.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8/28/97	Ruby C. Anderson	8/28/97
970908-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
97-0071		SEE ATTACHED	
State Auditor/Designee		APPROVAL	
Secretary of State/Designee		SIGNATURE SHEET	
Attorney General/Designee			

Organization, Functions, Policies and Procedures
1995 - Ongoing

CO = CY

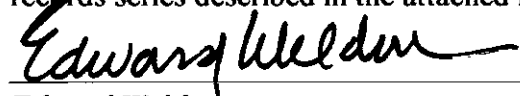
Hold in current files area (CFA) three (3) years

Transfer to State Records Center (SRC)

Hold ten (10) years

Transfer to State Archives for continuing retention

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application


Edward Weldon

Secretary of State Designee

11/18/97
Date